

WELLINGTON 1963

MINISTRY OF CIVIL DEFENCE

ISSUED BY

HOUSEHOLDERS' HANDBOOK FOR EMERGENCIES





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HANDBOOK
FOR
EMERGENCIES



ISSUED BY
MINISTRY OF CIVIL DEFENCE
DEPARTMENT OF INTERNAL AFFAIRS
WELLINGTON
1963

NOT EVERYBODY ELSE'S BUSINESS

IT IS EVERYBODY'S BUSINESS

CIVIL DEFENCE IS COMMONSENSE

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FOREWORD

The purpose of this handbook is to help save lives. Accidents, fires, floods, and violent storms take their toll of life. In all parts of New Zealand there is the ever constant threat of an earthquake. Today, there is yet another danger, nuclear explosions, which have brought new and tremendous problems in the protection of the people. The description of nuclear explosions, their effect and counter measures are not dealt with, in detail, in this handbook.

This handbook deals with simple, practical measures to guide you and your family to be more self reliant in a major disaster or national emergency. Until community services can be restored everyone must help himself, his family, and his neighbour. During the first few hours following a disaster, until outside help can come, *the rule is self help.*

Wherever you live, you should know your local plan for emergency action in the event of disaster. If there is no local civil defence organisation, press for the setting up of this essential community service and support its work.

Disasters give no warning. Regional Commissioners of Civil Defence have been appointed to help local authorities plan for emergencies. The services and resources of Government will support your civil defence organisation.

Study this handbook carefully and discuss it with your family. Keep it handy. You may need it urgently. These basic rules will help prevent suffering and save lives in a disaster.

Minister of Civil Defence.

CIVIL DEFENCE IN NEW ZEALAND

The Ministry of Civil Defence was set up under the responsibility of a Minister of Civil Defence to cope with major peacetime disasters as well as wartime hazards.

New Zealand's civil defence organisation is based on the Ministry of Civil Defence with three Regional Commissioners as key officials of the Ministry at regional level and local Civil Defence Corps controlled by local authorities. In liaison with these organisations and officers are Government services such as the Post Office, Ministry of Works, Police, Armed Services, other relevant Government Departments, the Fire Service and various public utilities.

The Regional Commissioner is responsible for the coordination of civil defence plans and the direction of personnel, material, and services available and placed at his disposal for civil defence purposes. His advice and assistance is available to local authorities for the planning, coordination, and exercise of civil defence measures.

Your local authority is responsible for the preparation of a local civil defence plan to deal with all matters of civil defence within its boundaries. It may combine with one or more neighbouring local authorities to produce a joint plan to cover the combined area. Both in the planning stages and under disaster conditions your local civil defence organisation will have the support and assistance of Government forces and agencies which can be made available through the Regional Commissioner.

Your Town or County Clerk can supply details of the local plan. If there is no local civil defence organisation it is up to you and your neighbours to press for the establishment of this essential community service and to support its work.

When the local organisation has been set up your link with it will be through your Warden who will provide advice and guidance. You should know his name and address.

SELF HELP IN MAJOR DISASTER

EARTHQUAKE

The maximum violence of a shock is usually reached within 10 seconds of the first tremor. Most casualties in earthquakes have been caused by falling tiles and masonry and far more debris falls in streets than inside buildings.

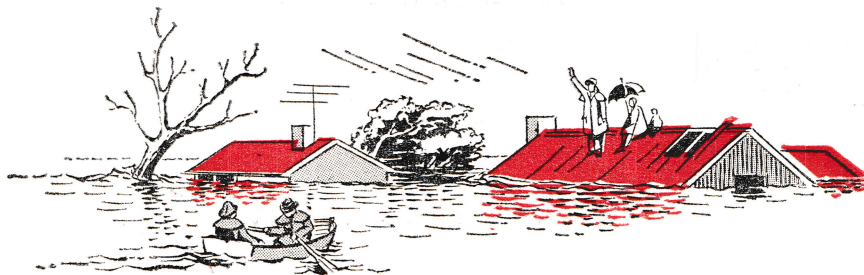
Gas, water, and sewer mains are liable to fracture, and grave disruption of power and telephone lines can be expected.

Widespread fires, and in coastal and low-lying areas, floods, frequently follow a major upheaval.

In the event of a severe shock, DON'T PANIC.

1. If you are in a building, stay there, seeking cover under a doorframe or similar reinforced structure, a stairway, or even a desk or table. Do not rush outside.
2. In the centre of a busy town or city, the most dangerous areas are the narrow streets and lanes, street corner buildings, the vicinity of high walls, etc. If you are outside, seek refuge under archways, doorways, and similar places that offer protection from collapsing structures.
3. Extinguish domestic fires and heaters, and be prepared to fight outbreaks of fire.
4. If electricity, gas, and water supplies have failed, or if gas and water pipes have fractured, turn off at meters or mains. Water in your hot water cistern can be used for drinking, but water from any other source should first be boiled. Catch rainwater in suitable containers.
5. Unless you or your vehicle are required to save lives or render urgent assistance, stay off the streets and do not attempt to enter a stricken area.
6. Do not use your w.c., sink, bath, handbasin, or washtubs until the Health Authorities give permission. Use a suitable container with a tight-fitting lid for body wastes, and dispose of the contents in a deep pit, which can also be used for the disposal of household wastes. After each use of the pit, cover with a light layer of earth and keep the top of the pit properly covered to exclude flies.
7. Conserve and protect all food in the house.
8. If necessary to evacuate homes, proceed as directed by your civil defence authority.

FLOOD



Under this heading is included a seismic sea wave which frequently follows a severe earthquake.

1. Act on any warning.
2. Disconnect electrical appliances and if possible remove these to safety.
3. Turn off gas.
4. If time permits, store clothing, dishes, household supplies, carpets, light furniture, etc., on upper floors or attics.
5. If evacuating, take a supply of food, clothing, and water.

FIRE PREVENTION

Fire hazards become doubly dangerous during earthquakes or in wartime. Good housekeeping is the first line of defence against accidental fires. Remember that a clean building seldom burns.

1. Clear cupboards, attic, basement, garage, and backyard of cast-off articles, junk, and rubbish. Never store petrol, oils, cleaning fluids, painting materials, oily rags, or other highly inflammable materials in any part of the house. They should be stored in a detached shed.
2. Check your wiring system. Many fires are due to overloaded electrical circuits, worn-out flex, and careless use of appliances.
3. Be sure your heating system is safe. Never leave open fires unguarded.

FIRE FIGHTING

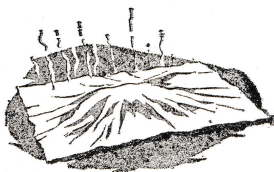
Keep fire-fighting equipment handy. A hand water pump can be used with almost anything that will hold water. Is your garden hose long enough to reach any part of the building? Important equipment includes a ladder, axe, buckets of sand, and fire extinguisher.

FIRE NEEDS FUEL, AIR, AND HEAT TO BURN



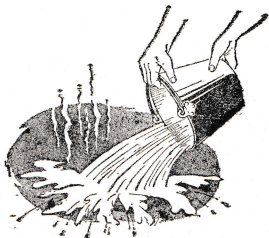
Take away fuel

Remove burning material before fire spreads, if possible.



Take away air

Smother with a wet rug or blanket or dry sand.



Take away heat

You can't have too much water on hand. It will put out almost any type of fire. (If fire is electrically caused, be sure to cut off electricity at the main switch before using water.)

**TAKE AWAY ANY ONE OF THE THREE THINGS
A FIRE NEEDS, AND IT WILL NOT BURN**

*See That Everyone Understands These Simple Rules for
the Protection of Your Home*

FIRST AID



AT LEAST ONE IN EVERY HOUSEHOLD SHOULD TAKE FIRST AID training as organised by either the St. John Ambulance Association or the Red Cross Society. Every home should have the following minimum first aid and emergency supplies. This is a suggested scale and can be increased according to the needs of the household.

Cotton wool	Two to six pkts. (1 oz), one pkt. (8 oz).
Bandages	Three 1 in., three 2 in., two triangular.
Sterile dressings	Two large and one pkt. (small).
Adhesive wound dressings	One tin (assorted sizes).
Antiseptic detergent	One bottle.
Scissors or razor blades	One pair.
Safety pins	One card.
Torch	One.
Soap	Two cakes.

Keep available at all times a copy of *First Aid* as published jointly by the St. John Ambulance Association, St. Andrew's Ambulance Association, and the British Red Cross Society.

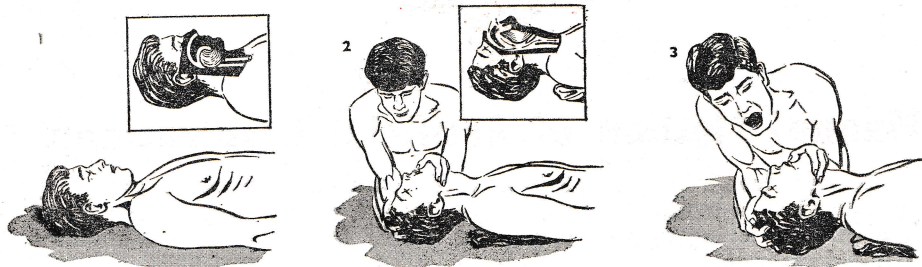
GOLDEN RULES

1. Do first things first quickly, quietly, and without fuss or panic.
2. Give artificial respiration if breathing has stopped — every second counts.
3. Stop any bleeding.
4. Guard against or treat for shock by moving the casualty as little as possible and handling him gently.
5. Do not attempt too much — do the minimum that is essential to save life and prevent the condition from worsening.
6. Reassure the casualty and those around and so help to lessen anxiety.
7. Do not allow people to crowd round as fresh air is essential.
8. Do not remove clothes unnecessarily.
9. Arrange for medical help if possible.

ARTIFICIAL RESPIRATION

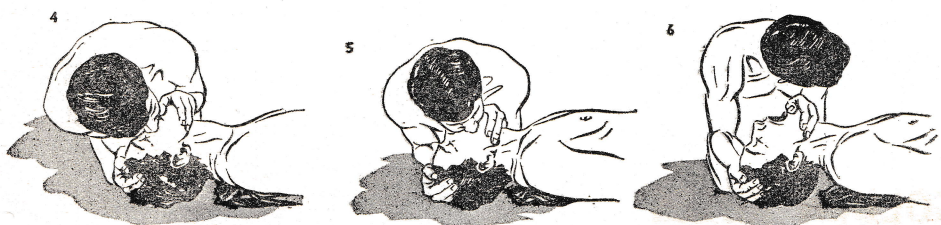
The vital need is to have a clear air-way and to inflate the lungs. Delay of seconds may prove fatal. If in doubt start rescue breathing.

The best way to learn rescue breathing, or a manual method, is to take a course from a qualified First Aid Instructor. RESCUE BREATHING may be done through the victim's nose or mouth.



In an unconscious person with his head slumped, the tongue blocks the throat and little or no air can get into his lungs (fig. 1). Lift his neck and tilt his head right back (fig. 2) — halfway tilt is not enough — and he may start breathing for himself. If he does not, start rescue breathing.

Hold the head fully tilted with chin pulled forward. Take a deep breath, open your mouth wide (fig. 3), and seal your lips on his cheeks round his nose, keeping his mouth closed and taking care not to pinch his nostrils (fig. 4).



Then blow until you see his chest rise. If you are rescue breathing through his mouth, seal your lips round his opened mouth, blocking his nostrils with your cheek (fig. 5) — or pinching them with your fingers — to prevent air leakage.

Remove your mouth and listen to him breathing out through mouth and nose — part his lips if you are breathing through his nose — while you are taking another breath (fig. 6). Inflate his lungs again as soon as he has breathed out.

Make the first 5 to 10 breaths deep and rapid. Then continue with 10 to 15 breaths a minute.

When he starts trying to breathe for himself, keep your breaths in time with his efforts.

In the case of a small child, seal your lips around nose and mouth. Use only puffs from your cheeks and the rate should be 15 to 20 times a minute.

Take precautions against filling the stomach with air. If necessary to remove air, place your hand on the victim's abdomen, between the navel and the ribs, and apply moderate pressure.

If the casualty does not breathe out, there may be a blockage. Clear his mouth and throat with your fingers. Turn him on his side and slap between the shoulder blades to dislodge foreign matter.

When the casualty starts trying to breathe for himself, keep your breaths in time with his efforts.

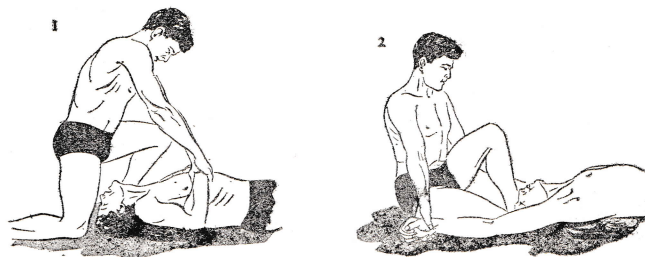
Manual Method of Artificial Respiration

Although Rescue Breathing is to be preferred wherever possible, there may be cases where a manual method will be needed, for example, where poison or insecticide is involved. This method should be learnt from a qualified First Aid Instructor.

Chest pressure arm lift (Sylvester-Brosch Method)

This is now regarded as the most effective manual method, provided the victim's head is kept fully tilted.

It is essential that enough firm padding be placed under the victim's shoulders, clear of the neck, to keep his head tilted as far back as possible. Make sure that his throat is clear and tongue well forward.



Kneel at the victim's head, place his forearms on his chest as close together as possible, and grasp them firmly between wrist and elbow (fig. 1). Draw his arms upward, outward and towards you in a sweeping movement until you feel a slight tension, but **DON'T OVERSTRAIN THEM** (fig. 2). Bring his arms back slowly along the same route and press them firmly against the front and sides of the chest. Repeat these movements smoothly about 12 times a minute (three seconds for breathing in, two seconds for breathing out).

As with Rescue Breathing, there is danger of vomit, mucus, or blood being drawn into the air passages, and causing suffocation. This should be watched for and cleared should it occur.

CASUALTY TREATMENTS

Bleeding

If the dressing is not enough to stop bleeding, bind a large wad of cotton wool tightly over the dressing with a bandage. AVOID APPLYING TOURNIQUET EXCEPT AS A LAST RESORT.



Shock

Shock may result from severe burns, broken bones, other serious wounds or from acute emotional disturbance. The victim becomes pale. His skin may be cold and moist. His pulse may be rapid. He may become wet with sweat or he may become unconscious.

Do not move patient unnecessarily. Moving gently is more important than speed. Keep patient lying down and comfortable, wrap in a light blanket, and apply no other warmth. If victim complains of thirst give SIPS ONLY of water, tea, etc. (no alcohol), but never give an unconscious person anything to drink.

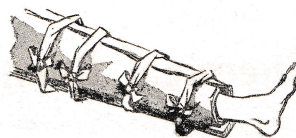
Broken Bones

Limbs

If it is absolutely necessary to move an injured person, first SPLINT ANY FRACTURES. Splints are easily improvised, a board, broomhandle, folded magazine, or tightly rolled newspapers can be used. Splints should extend far enough to immobilise the joint above and the joint below the fracture.

A broken arm may be bound to the chest and in the case of a broken leg the legs may be bound together.

Keep the casualty comfortably warm and quiet.



Neck and back

When you suspect a broken back or neck, move the patient only under the supervision of trained personnel unless the danger is such that it may take his life. If you must move him, he must not be bent or twisted. Slide gently on to a board or door. Gently loosen the clothing at neck. **DON'T** place a pillow under head.



Minor Cuts and Scratches

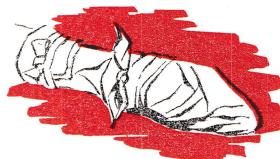
Wash as clean as possible with warm water and soap, or with an antiseptic detergent, and when dry apply a sterile dressing or cover with an adhesive dressing.

Minor Burns and Scalds

Treat small burns and scalds exactly the same as cuts. Do not puncture blisters.

Severe Burns

Do not remove burned clothing and do not break blisters. Cover the burned area with a sterile dressing or clean cloth or towel. Bandage into position lightly if blistered. Treat for shock.

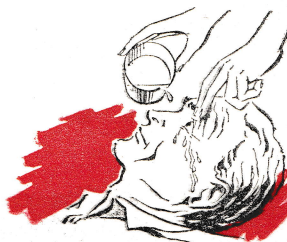


Chemical Burns

Flush the burn with plenty of cold water and remove all contaminated clothing. Then apply a sterile dressing.

Chemical Splashes in the Eye

Acids, alkalis, and other chemicals should be washed out immediately with copious quantities of water. Speed is essential to counter damage; the head placed promptly under a tap for some minutes may save the eyesight.



Electric Shock

Remove victim from electric contact. If possible switch off power, otherwise pull victim clear. To do this stand on a dry rubber mat, dry wood or paper, protect your hands with dry clothing or paper. **DON'T** touch his skin or damp clothing with your bare hands or use damp materials.

If a live wire is on victim, stand on dry material as above and remove with a loop of dry clothing or paper or use a dry stick.

DON'T use metals.

If breathing has stopped, apply artificial respiration **WITHOUT DELAY**.

Gassing

Remove the victim to fresh air, the rescuer taking personal precautions and safeguards against the gas. Apply artificial respiration if necessary. Give oxygen if available. Keep any severe case lying down until seen by a doctor.

Poisoning

Obtain medical aid urgently giving brief particulars, including, if known, suspected poison.

Check to see if the poison container has antidote instructions. Otherwise treat as follows:

If patient unconscious -- keep in a prone position with head turned to one side and not resting on a pillow. If not breathing, start artificial respiration immediately. When rescue breathing may endanger the rescuer, use a manual method.

If patient conscious -- get rid of poison by inducing vomiting. Tickle the back of the throat with a spoon or two fingers, or, if this method fails, give an emetic, i.e., two tablespoons of salt to a tumbler of water, preferably tepid.

DO NOT INDUCE VOMITING when unconscious or where lips and mouth are burned.

THE NUCLEAR BOMB



THE EXPLOSION

A nuclear bomb may be exploded below, on the surface, or above, the earth and sea. The effects vary according to the size and position of the burst. For the purpose of this handbook, a 10 megaton weapon has been assumed.

When a nuclear weapon explodes close to the surface, its contents are transformed into a huge white-hot radioactive fireball. A blinding flash of intense heat and nuclear radiation emerges, followed by a shock wave. These forces destroy nearly everything within 3 or 4 miles, and heat and blast will cause havoc and destruction up to 13 miles.

Fall-out

As the fire ball rises, it sucks up a vast amount of earth, building materials and other matter, leaving a wide, deep crater. This material is melted or vaporised, and becomes highly radioactive. Heavier particles start falling back to earth like dust or very fine ash from a fire, and fall mainly within the area of devastation. Smaller, finer particles, are carried by high altitude winds, and fall more slowly, hour after hour, in a pattern that may extend more than 100 miles. All this early fall-out carries the bulk of the radiation danger and descends in the first 24 hours.

Fall-out gives a highly penetrating ray, like an X-ray. A large dose can cause severe illness, even death.

THREE FACTORS REDUCE THE EFFECT OF RADIATION FROM FALL-OUT

Distance

Since early fall-out is more intense close to the bomb burst, your distance from the explosion is an important safety factor. If evacuation of your area is practical, you will be so instructed.

Screening

Nuclear radiation can pass through any material, but some of it is "absorbed" on the way through. Thus, if sufficient shielding exists between you and the source of radioactivity, the amount of radiation which penetrates will not harm you. Material such as thick concrete, brickwork, and earth give good protection.

Time

Radioactivity decays as time passes, rapidly at first, and then more slowly. The greatest reduction in intensity occurs in the first 48 hours, but it is important to remain under cover until you are advised it is safe to emerge.

main counter measures are . .

DISPERSAL

SHELTER

DECONTAMINATION

DISPERSAL

Given timely warning, one of the best measures for self-preservation is to leave a threatened area. Large-scale movement of people calls for organised planning.

In a national emergency, central Government would decide whether voluntary or controlled evacuation of population was appropriate.

If your locality is threatened by major disaster, your civil defence authority will warn you if evacuation of your home is advisable. Similarly, if as a result of an earthquake it was decided that large-scale evacuation was necessary, you will be directed and routed to parts of the country where emergency arrangements can be made for the reception of homeless people. Some movement could be by sea.

Should you evacuate your home—

Close doors and windows and draw blinds.

Turn off water and gas mains.

Turn off electricity at the main switch and disconnect all electrical appliances.

Extinguish domestic fires, central or room heaters.

Take a supply of food, water, and warm clothing.

Carry means of identification, Social Security Order Books and Pension Certificates as applicable.

Children should wear stout labels showing full name and address.

Be prepared to help yourself and others to conform with the general plans designed for your protection.

SHELTER

The only useful protection from nuclear radiation is some kind of shielding of dense material between yourself and the fall-out. It is essential that you should remain protected while radioactivity decays, which may be from two days to two weeks.

In the absence of a planned shelter, an innermost room on the ground floor, farthest from outside walls, should be chosen. A basement, with the windows and doorways sandbagged, will provide very good cover.

In some countries, people are being urged by their Government to construct and equip shelters capable of accommodating a family for periods up to 14 days. Such a shelter policy has not at this stage been adopted in New Zealand, nor is it recommended. A degree of evacuation of potential target zones is considered to be a more practical measure.

DECONTAMINATION

The third counter measure must necessarily wait until the full extent of the fall-out is known. The rate of decay of radioactivity cannot be altered, nor can radioactivity be destroyed.

However fall-out, like dust, can be removed from most surfaces by heavy rain, hosing, or washing. Unpaved areas, such as lawns, parks, schools, and sports grounds, can be decontaminated by scraping off or ploughing under the surface.

Radioactive dust, like ordinary dust, would settle on and cling to the hair, skin, and outer clothes of anyone caught in the open. Outer clothing should be removed and placed well out of the way. The body should be washed with soap and water, particular attention being given to the nails and hair. Avoid the use of harsh abrasives which might break the skin.

Except for such personal cleansing, decontamination measures should only be started under official instructions. It is important to remain under cover until you are officially advised that it is safe to emerge.

WARNING OF IMMINENT DISASTER

Where it is possible to give warning of an imminent disaster you will be alerted by your local alarm signal. The type of signal, whether by a siren or other means, will be decided by your local civil defence organisation. When you hear the signal, switch on your radio and remain tuned in for warning messages. There may be a delay in the broadcast of the first message.

KNOW YOUR LOCAL ALARM SIGNAL

When you hear it

TUNE TO YOUR LOCAL STATION OR TO A YA STATION

LISTEN FOR WARNINGS AND INSTRUCTIONS

Remember, there may be a delay in the first message, therefore

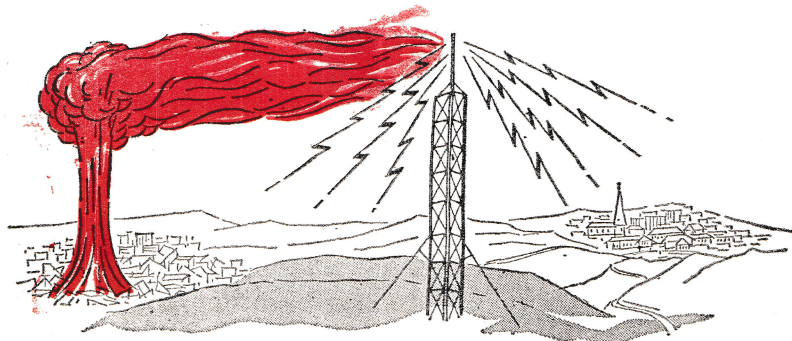
REMAIN TUNED IN

CARRY OUT ANY INSTRUCTIONS PROMPTLY

DO NOT USE THE TELEPHONE

Telephone exchanges can be put out of action by a sudden increase of calls. Lines must be left free for civil defence communications.

KNOW YOUR LOCAL CIVIL DEFENCE PLANS FOR ACTION IN EMERGENCY



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TO THE HOUSEHOLDER

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